

MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF COMMISSIONERS OF  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

A special meeting of the Board of Commissioners of Jefferson County Emergency Services District No. 4 ("District") was called for at 11:30 a.m. on February 27, 2017, at the office of Benckenstein & Oxford, L.L.P., located at 3535 Calder Ave., Suite 300, Beaumont, Texas 77706, pursuant to notice duly posted according to law.

At approximately 11:50 a.m., the special meeting was called to order. The roll was called of the duly constituted officers and members of the Board, to wit:

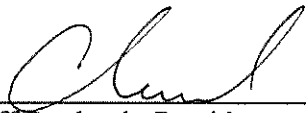
Jeff Roebuck	President
Charlie Reneau	Vice President
Randy Walston	Secretary
Sandra Melton	Treasurer
Robert Bordes	Assistant Treasurer

All of said Board members were present, with the exception of Secretary Walston and Assistant Treasurer Bordes, thus constituting a quorum. Also present at the meeting were: Dwayne Morvant, District Chief; and, Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District.


Once a quorum was determined, President Roebuck directed the Board to Agenda Item Nos. 3 and 4 regarding the role and responsibilities, as well as compensation rates, of the District Chief and Deputy Chief, as well as the proposed Administrative Assistant position. The Board spent a considerable amount of time discussing with Chief Morvant the duties and responsibilities of the District Chief, as well as those of the proposed Administrative Assistant position. The Board also discussed the continued role and responsibilities of the District's accountant, even after an Administrative Assistant is hired. As to the responsibilities of the District Fire Chief, the consensus among the members present is that it is the responsibility for

the Chief to establish and implement, subject to prior review and approval by the Board, any necessary policies or procedures, and any necessary amendments to existing policies or procedures, especially as they relate to the operations of the fire department, and then he should delegate responsibilities and duties to the other fire department officers and members. The Board then discussed with Chief Morvant his rate of pay, as well as the possible cost associated with the proposed Administrative Assistant position. Chief Morvant advised the Board that his duties and responsibilities now, excluding emergency call responses, require him to work approximately 40 hours per week, but that his hours would more than likely decrease once an Administrative Assistant is brought in. Additionally, Chief Morvant indicated that he would prefer being a salary employee of the District, as opposed to an independent contractor. Additionally, the Board acknowledged that Jeremy Hansen has informed the District that he does not want to receive any compensation as District Deputy Chief. Then, upon motion by Vice President Reneau and seconded by Treasurer Melton, the Board members present unanimously approved a salary for Chief Morvant of \$3,750.00 per month for a full-time work schedule, effective February 1, 2017, which will be paid to Chief Morvant once per month by the District's accountant via direct deposit; and, that the money already paid to Chief Morvant for January 2016 will be considered a net salary payment, and the District's accountant will calculate and pay the employer and employee FICA and Medicare charges associated with same. Additionally, Chief Morvant and Mr. Heinz will prepare a job description for the Administrative Assistant position so that same can be considered by the Board at the next meeting.

Being as there was no other matters to come before the Board, the meeting was adjourned at approximately 12:50 p.m.

  
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Jeff Roebuck - President  
Charlie Rencaw, Vice President  
Date: 3/20/2017

ATTEST:

  
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Randy Walston  
Position: Secretary  
Date: 3/20/2017